

Minutes for Westford Recycling Commission

Meeting Date: May 11, 2006

Attendees: Andy Bergamini, Gerry DiBello, Abby Foster, Ellen Harde, Elizabeth Sawyer, and Barbara Theriault

Note that if Action Items from a previous month's minutes were closed before this meeting, they are not included in these minutes. They may be referenced in past minutes under Action Items and considered closed without discussion.

I. Action Items due by June 8 meeting. Previous (open) action items are in bold.

ALL MEMBERS

Email updated information from assigned sections of the 2005-2006 Recycling Guide for the 2006-2007 issue to **Abby**.

ABBY

- 1. Assemble a list of community based organizations.**
2. Continue work on 2006-2007 Westford Recycling Guide and create a draft.

ANDY

- 1. Acquire from De Rosa a preferred list of recipients for 90-gallon recycling totes and work out distribution details.**
- 2. Update the draft of the notice to residents on the collection of all recyclable plastics with changes made at the April 13 meeting.**
3. Contact Chip Barrett about the crew size at brush chipping and inquire about a possible charge to residents for the service

BARBARA

- 1. Make a date with Elizabeth to work on collection data spread sheet.**
2. Submit April 13 meeting minutes to the Town Clerk.
3. Write a draft of the May 11 meeting minutes and email to members for perusal.
4. Post cable notices for the June 10 yard waste collection, the June 17 electronics collection, and the June 24 document shredding event.
5. Post a cable notice about the collection of recyclable plastics 1-7.

ELIZABETH

1. Work with Mike Sawyer to complete the switchover to our new Westford Recycling web site from the town site.
2. Continue work on the Hazardous Waste Collection in the fall.

ELLEN

- 1. Write a letter to the editor of the Westford Eagle, to the Conservation Commission, Selectmen, and other town boards on creative ways to dispose/use yard waste.** Add information about June 10 yard waste collection.
2. Write a press release about the new large recycling totes delivered to residents.
3. Write a letter to Rotary about the June 24 document shredding day.

GERRY

1. Contact Richie Rocketenetz, owner of ACME Waste Systems, and Nabnasset School about the June 10 yard waste collection.
2. Look into making a permanent change on the Town Wide Litter Collection banner to a non-specific date.

II. Key Points/Decisions from the Meeting (following the agenda)

1. a. The April 13 minutes were approved and will be forwarded to the Town Clerk by **Barbara**.
b. **Elizabeth** indicated that open Past Action items are on the meeting agenda.
2. Items related to Waste Bans
 - a. Follow up on the proposal from Acme Waste Systems
Gerry reported that Richie Rocketenetz would provide the necessary equipment to collect yard waste on any Saturday from spring to fall. We could set the dates, location, and frequency. The cost would be \$2 per bag. The collected yard waste would be transported to a state approved compost site. Two persons from town would be needed at the collection. He would return 10% of the collected funds to the Westford Recycling Commission.

Discussion points:

- 1) Whether grass clippings, and pine needles could be included with the leaves.
- 2) What was the need for personnel (2) and might they be interested residents who could volunteer.
- 3) Consider not taking the 10% and not having Recycling Commission members on site that day.
- 4) Set June 10 from 8 a.m. to 4 p.m. at Nabnasset School as the first date for a trial run for the yard waste collection.
- 5) Charge \$2 per biodegradable paper bag of yard waste. For homeowners only.
- 6) **Gerry** will check with Richie and Nabnasset School to confirm.

b. Alternative options

Elizabeth posted the alternative yard waste options on our web site.

c. Brush collection

Andy raised the possibility that residents pay to use the brush collection. We proposed a \$5 charge per car that goes to the Highway Department for disposal of brush. **Ellen** suggested **Andy** talk to Chip Barrett about
1) the need for several personnel on site and 2) the proposed \$5 charge.

3. Westford Recycles Guide for 2006-2007

- a. Review of necessary changes to flyer
 - 1) **Abby** will add a full-page insert to the Guide with new information, e.g., collection of all recyclable plastics 1-7.
 - 2) We will monitor the yard waste pilot before including it in the Guide.
 - 3) Our choice for a printer again this year is Ledgerview Printing, Westford.
 - 4) Commission members should send all updates on the Recycling Guide to **Abby** electronically.
- b. Feedback on Chelmsford's letter to residents was not discussed.

- c. Getting Publisher

Gerry contributed a copy of Microsoft Publisher software to the Commission to use for the creation of the Guide.
- d. Next steps

Abby will email a PDF file of the first draft of the 2006-2007 Recycling Guide to Commission members in 1-2 weeks for review and comment.
- 4. Curbside Recycling
 - a. Distribution of 90 gallon toters to residents
 - 1) **Andy** reported that several 90 gallon toters have been dropped off at various residents' homes without our knowledge. He will talk to Christine at Integrated Paper Recyclers about their drop off plans and ability to offer smaller toters.
 - 2) **Ellen** will compose a notice to residents about the new recycling toters for the Westford Eagle.
 - b. Collecting #3-#7 plastics
 - 1) **Andy** will revise the draft on collecting #3-#7 plastics from suggestions by the Commission. It will go in the Recycling Guide and will include a note that Styrofoam is not accepted.
 - 2) **Barbara** will send a notice about the new policy to the cable for bulletin board.
 - 3) A Commission member will write a notice for the Westford Eagle.
 - 4) **Gerry** determined flower pots numbered 1-7 can be recycled.
- 6. Hazardous Waste Collection

Elizabeth reported that three companies want to bid for the HHW collection. She is Completing the RFP proposal which will include two collection dates.
- 7. Westford Recycles Web Site Maintenance

Elizabeth will work with Mike Sawyer to complete the switchover from the old addresses and links.
- 8. Follow up on recent activities
 - a. Town Wide Litter Cleanup (TLC)
 - 1) **Barbara** reported that she took 2 large bags of trash to the dumpster about 3:30 p.m. on Saturday and counted 34 bags already there.
 - 2) **Gerry** suggested that the dates on the TLC banner be changed for next year to non-specific dates, e.g., "This Weekend" or "Saturday and Sunday."
 - b. **Barbara** presented copies of the New Residents' letter to the Town Clerk's office.
 - c. **Gerry** has everything set for the June 19 electronics collection at Blanchard. Sneakers will not be collected on June 19.
 - d. Paper shredding day

Ellen has made arrangements with E.L. Harvey and Sons Paper Recycling of Westboro to bring a shredder to the Crisafulli School parking lot on Saturday, June 24, from 9 a.m. until noon. The cost is \$10 per household regardless of quantity. Businesses need to call **Ellen** for the cost. She will inform Westford Rotary Club.
- 9. Other Business

Gerry announced the brush collection dates for 2007 are April 21 and April 28.

III. Other items for future discussion

1. The next brush collection dates are October 15 and 22. Will there be a charge?
2. Discuss the feasibility of a Collect Everything Day in the next year.
3. Re: The request from Charlie De Rosa to **Andy** that shredded paper to be put in a clear plastic bag to keep it from blowing away or littering the street, discuss how to publicize that suggestion.
4. Re: collecting sneakers to recycle.
5. Investigate whereabouts of the video: Where Our Trash Goes.
6. Discuss the construction waste bans.
7. Collect feedback on Chelmsford's recycling letter to residents.

IV. Other Meeting Notes:

1. Action Items for June were reviewed by Commission members present.
2. The May meeting of the Westford Recycling Commission adjourned at 8:45 p.m.
3. The next meeting of the Westford Recycling Commission will be on June 8 at 7:30 p.m. at the Cameron Senior Center. **Elizabeth** will create the agenda. **Barbara** will take notes. **Andy** will chair the meeting.

V. List of Accomplishments 2006

1. Electronics collection April 1 at Blanchard School parking lot.
2. Brush collections April 22 and April 29 at the Day School parking lot.
3. Creation of a Westford Recycling Commission web site address:
www.westfordrecycles.org.
4. Bi-weekly curbside collection of recyclable plastics 1-7.

Respectfully submitted,
Barbara Theriault
Secretary 5/11/06